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STATE COUNCIL OF CIVIL DEFENSE
MAIN CAPITOL BUILDING
HARRISBURG, PENNSYLVANIA

April 1, 1954

INFORMATION CIRCULAR NO. 49

IMMEDIATE RELEASE

CIVIL DEFENSE MOTOR VEHICLE IDENTIFICATION PLATES
(Initial Distribution and Records of Issuance)

1. The State Council of Civil Defense will begin distribution of the official civil defense motor vehicle identification plates and related materials on this date. The initial distribution purposely is designed to meet only the immediate needs of the several counties.
2. The materials provided with the plates furnished each county include: (a) Application forms (Form SCCD-LP); (b) official rules and regulations governing issuance, display and return of the plates; (c) summary information sheets; and (d) copies of this circular. All County Directors herewith are being furnished summary data concerning the numbers of each of these items now being furnished for use in their respective counties.
3. Both to standardize and simplify procedures followed in the distribution of materials and the issuance of plates, the State Council of Civil Defense recommends:
 - (a) That all County Civil Defense Directors promptly call a meeting of all Sector and Local Directors within their respective counties, in order to discuss with them all details related to issuance and display of the plates.
 - (b) That all County Directors promptly provide each of their Local Directors with the materials listed below in the quantities indicated.
 - i. Application Forms - number to be in proportion to the relative size of each local organization.

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ii. Rules and Regulations - 2 each.

iii. Summary Information Sheets - 2 each.

iv. Information Circular No. 49 - 1 each.

(c) That Local Directors, in turn, call special meetings of their organizations to discuss with the members essential facts concerning the issuance and display of the plates.

(d) That Local Directors, as a general rule, submit plate applications to their respective County Directors in groups and at bi-weekly intervals, rather than individually and irregularly.

(e) That County Directors require members of the county civil defense staff and county officials personally to call at county headquarters to receive plates issued in their names. Also, that the applicants be required carefully to read the official rules and regulations governing display, use and return of the plates prior to actual presentation of their respective plates and certificates.

(f) That, in the case of members of local organizations, County Directors forward all plates and certificates of issuance, together with associated "Local Record of Issue" cards (derived from Form SCCD-LP as filed by applicants and completed by the County Directors), to the Local Directors concerned.

(g) That Local Directors require local staff members and local government officials personally to call at local headquarters to receive plates issued in their names. Also, that the applicants be required carefully to read the official rules and regulations governing display, use and return of the plates prior to actual presentation of their respective plates and certificates.

The Council believes that close adherence to the recommendations outlined immediately above will result in minimum difficulty in the issuance of plates. Also, that it will guarantee that all individuals directly concerned are provided with all information essential to proper display and use of the plates.

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4. Both to standardize and simplify plate application and issuance records, the State Council of Civil Defense requests:

- (a) That County Directors keep their required record of plate applications in the form of a complete collection of all "Application" sections of Form SCCD-LP as submitted by individual applicants. Also, that these cards be filed alphabetically according to name of the applicants.
- (b) That County Directors keep their required record of plates issued in the form of a complete collection of all "County Record of Issue" cards derived from Form SCCD-LP as submitted by the individual plate holders and completed by the County Director. Also, that these cards be filed consecutively according to plate numbers. (Reference to the "application file" will provide a ready check of issuance by name.)
- (c) That County Directors, within the first ten days of each calendar month, furnish the State Director, through their respective Area Directors, with "State Record of Issue" cards (derived from Form SCCD-LP as filed by the plate holders and completed by the County Director) covering all plates issued in the county during the previous calendar month. Also, that such cards be accompanied by two copies of a typewritten transmittal memorandum, plainly indicating the month of issuance of the plates covered, together with the numbers of the first and the last plates issued.
- (d) That Local Directors keep their required record of plates issued to members of their respective organizations in the form of a collection of all "Local Record of Issue" cards furnished by their County Directors (see Sub-paragraph 3(f), above). Also, that all such cards be filed alphabetically according to name of the individual plate holders.

Strict adherence to the above requests will make possible in each County Office of Civil Defense a quick check on county plate applications and issuances, either by name or by number. At the same time, it will make possible at State headquarters a ready check of statewide issuances by number, as well as ready local name checks of local issuances.

5. Recall, reassignment, replacement and return of plates issued occasionally will necessitate changes in State, county and local records of issue. Both to standardize and simplify the procedure followed in effecting such changes, County Directors are requested promptly to notify both State headquarters (through their respective Area Directors) and the Local Directors concerned of record changes necessitated by recall, reassignment, replacement and return of plates which they have issued. It is recommended that the notices of change be in the form of brief memoranda accompanied, where pertinent, by new "State" and "Local Records of Issue" cards. Information so provided will enable those responsible for maintenance of State and local records to effect all necessary changes therein by appropriate marking of cards already filed, by inclusion of new cards in the file, or by a combination of the two procedures.

6. On the basis of experience gained through actual issuance, recall, reassignment, replacement and return of plates, the State Council of Civil Defense will appreciate receiving from County and Local Directors suggestions concerning possible simplification and improvement of procedures followed in issuing plates and maintaining records thereof.

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